

TO MAKE PAYMENT (Guilty Plea and Traffic Safety School), REQUEST A COURT DATE OR GO ONLINE TO www.cookcountyclerkofcourt.org AND SELECT THE “PAY TRAFFIC TICKET” ICON WITHIN 14 TO 21 DAYS OF RECEIVING THE COMPLAINT OR USE THIS GREEN MAIL-IN COPY AND ATTACHED ENVELOPE TO RESPOND BY MAIL WITHIN 7 DAYS.

PLACE
FIRST CLASS
STAMP
HERE

NAME

STREET
ADDRESS

CITY
STATE
ZIP

TO BE COMPLETED BY POLICE OFFICER ISSUING THE COMPLAINT.

COMPLAINT NO.		COMPLAINT ISSUE DATE
NAME OF DEFENDANT (Last, First, Middle Initial)		
OFFICER'S COURT KEY LETTER & CALL	STAR#	ISSUING AGENCY

TRAFFIC COURT
CLERK OF THE CIRCUIT COURT
50 W WASHINGTON ST, RM LL01
CHICAGO, IL 60602-1418

NO PRINTING

NO PRINTING

3-5/8 x 8-5/8

PINDOT

PINDOT

Do not send cash.

Do not send accident reports.

Do not send Driver's copy of the ticket(s).

Print your name and return address on the label on the opposite side of this envelope.

Detach and return the Court Communication Copy of the Complaint.

Detach and return the flap in this envelope.

If you select Choice B, complete the Traffic Safety School Registration form.

If you select Choice A or B, include a check or money order made payable to "CLERK OF THE CIRCUIT COURT".

Write your Complaint Number in the box above.

Select Choice A, B or C and sign the form above.

REMEMBER TO:

Please circle the amount that applies to you.	Plead Guilty	Plead Guilty - Register for TSS
	\$164.00	\$233.00
ALL PAYABLE VIOLATIONS		

DETACH HERE BEFORE MAILING

FAILURE TO COMPLY:
If you fail to respond within 7 days of receiving your citation, you may be convicted and charged a fine, penalty, and court costs. If you do not appear in court on your assigned court date, your driver's license may be suspended and you may be convicted and charged a fine, penalty, and court costs.
If you miss your court date, a new date will not be scheduled. If you have paid bail or other money, that money will be used to pay the fine, penalty, and costs. If you fail to pay all costs, your driver's license will not be renewed, reissued, or reclassified until full payment is received.

INELIGIBILITY FOR TRAFFIC SAFETY SCHOOL (TSS):
If you completed a 4-hour course in the past 12 months, the 8-hour classroom course will be assigned. If you have attended Traffic Safety School TWICE in that past 12 months, you are ineligible for Traffic Safety School (TSS) and a conviction will be reported to the IL Secretary of State. If found to be ineligible, you will be contacted and the amount you paid for the class, less a \$29 ineligibility fee, will be sent back to you.

2. Ensure you circled only one letter above: A or B or C... and that you signed and dated your selection.
3. If you chose option A (Traffic Safety School), complete the attached TSS Registration Form.
4. Put the "Court Communication Copy" of the ticket in this envelope. Keep the "Driver's" copy for your records.
5. Put the required payment in this envelope - do not send cash! Checks or money orders are payable to "CLERK OF THE CIRCUIT COURT."
6. Mail this envelope within 7 days of getting the ticket. Once your payment is received, a receipt will be mailed to you.

YES	NO	1. Is your ticket marked "YOU MUST APPEAR IN COURT"?
		2. Do you have a commercial driver's license? If yes, we recommend you seek legal counsel before making a choice.
		3. Have you already enrolled in, or attended, Traffic Safety School TWICE in the past 12 months?
		4. Are you less than 18 years old?
If all answers are NO, circle either A or B or C below... then sign and date		
A	Attend Traffic Safety School. No conviction is reported to the Secretary of State. DO NOT GO TO COURT. Pay \$233. Payment includes both fine + school fee. If you are found to be ineligible for Traffic School, you will be contacted. See "INELIGIBILITY FOR TRAFFIC SAFETY SCHOOL" below.	
If you answered YES to questions 2 or 3 or 4, circle either B or C below... then sign and date		
B	Plead guilty. Pay \$164 fine. A conviction is reported to the Secretary of State for entry on your public driving record. DO NOT APPEAR IN COURT. I plead guilty. Your signature X Today's date ____/____/____	
C	Go to Court. Visit www.cookcountyclerkofcourt.org to choose a court date and ask for email notifications. OR return this envelope to receive a court date via U.S. mail. IF YOU DO NOT APPEAR, YOU MAY BE CONVICTED AND FINED. See "FAILURE TO COMPLY" below. Your signature X Today's date ____/____/____	

WHAT TO DO NOW:

1. Answer each question below.

91/6-3

91/3-3

91/3-3

1-1/2

1"

NO PRINTING

NO PRINTING

PLEASE WRITE CLEARLY

[illegible]

You are at least 18 years old. You do NOT hold a commercial driver's license. You have NOT attended TSS more than once in past 12 months.

Choice of Course: Online Classroom

What if I need to reschedule? You may reschedule your class at no cost 14 days or more before the class date. If rescheduling less than 14 days in advance, you must pay a \$29 rescheduling fee.

What if I change my mail/email address? You must notify TSS of any changes

to your mail/email address. ISS is not responsible for late, lost, and/or

Can I register by U.S. mail? Within 7 days of receiving your ticket, use this

order made to "CLERK OF THE CIRCUIT COURT". Do not send cash!

What if I don't live in Cook County, Illinois? If you haven't attended the Cook

County TSS program in the past 12 months, you may complete the Online

course. Classroom courses must be completed at one of the five approved

What happens after I complete the course? TSS advises the court once you've

successfully completed the course.

Can I take TSS Online? If you are at least 18 years, do not hold a Commercial Driver's license, and have not attended traffic school in the past 12 months, you may be eligible to take the 4-hour Online course. You can mail this form in with fees & fines OR use the online system at: www.cookcountyclerkofcourt.org.

How do I take the online course? The online course can be completed at any time on most internet-connected computers or tablets. Taught in English, Spanish, or Polish, the online course remembers where you last stop/paused the program.

Is TSS offered in a classroom? Five classroom locations are provided: Downtown, North Suburban, South Suburban, Central Suburban, and West Suburban. Classes are offered on various days/times in English, Spanish, and Polish. Sign language is

Available upon request.

If I take a classroom course, how is the date chosen? Upon receipt of this TSS

registration form you will be emailed a link to the TSS online registration site. Visit

[illegible]

המחיר הממוצע של המכשיר הוא 1,200 ש"ח.

\$69 re-enrollment fee.